



DEPARTMENT OF HEALTH & HUMAN SERVICES
DIRECTOR'S OFFICE
4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010

**DEPUTY ADMINISTRATOR
AGING AND DISABILITY SERVICES DIVISION
Carson City, Nevada
Salary to \$95,453 (employee-employer-paid retirement plan)**

The Department of Health and Human Services is seeking qualified candidates for the position of Deputy Administrator, Aging and Disability Services Division (ADSD). The incumbent in this position reports to the Division Administrator, ADSD and will provide leadership and oversight of fiscal services, information technology, and human resources. Responsibilities include oversight and participation in: the development and administration of the division's budget; the administration of federal grant programs; planning for space, communication equipment and technological improvements; the development of organizational structure, staffing patterns and resource allocation; planning and implementation of IT initiatives; research and development of administrative policies; research and development of legislative proposals. Coordinates with various state and government agencies and stakeholders. Represents the division before various groups and committees. The agency has a biennial budget of approximately \$109 million and employs 232 staff. This is an unclassified position and serves at the pleasure of the Division Administrator, ADSD. Statewide travel is required.

Qualifications: A Bachelor's degree or Master's degree with major course work in business administration, accounting, public administration, information technology, or related field and a minimum of three years of managerial experience which included strategic planning; project management; management of a complex budget; research and policy development; supporting legislation, programs and budgets before legislators; management of supervisory staff; OR an equivalent combination of education and experience.

LOCATION: The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

SPECIAL NOTE: All state employees are required to take 48 hours of unpaid furlough leave each fiscal year.

TO APPLY:

Submit résumé to: Kareen Masters
Deputy Director, Administrative Services
Nevada Department of Health & Human Services
4126 Technology Way, Suite 100
Carson City, NV 89706
Telephone: 775-684-4012
e-mail: kmasters@dhhs.nv.gov

Résumé must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment.

Announcement Closes: February 17, 2012